

## Statement of Deficiencies

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that staff, [ one driver ], have annually reviewed the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

This deficiency refers to the one driver who provides daily transport to and from the center. Although this program considers this individual a contracted driver, she is actually an employee of the same entity, St. James Parish Council, who receives the grant to operate this Head Start program. Thus, this driver cannot be considered a contracted driver, but must be considered a staff person.

#### The following is a listing of all required topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

### 5312-D: Continuing Education

Not Met

#### Findings/Corrections

5312.D.2. There was no documentation that [ one driver who provides daily transport to and from the center, who are neither left alone with children, nor have supervisory nor disciplinary authority over children, obtained at least three (3) clock hours of approved training in job related topics per center's anniversary year.

(See above for clarification of non-contracted individual.)

### 5333-F: Vehicles Visual Check

Not Met

#### Findings/Corrections

5333.F. The Provider did not have documentation that the driver or a staff person checked the vehicle and accounted for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Although this center documents its visual checks upon return to the center, it fails to document visual checks upon arrivals and departures at each destination. This center sponsored four field trips during its current program year, and one of those even had two destinations.

Note: The Director corrected the documentation format before I exited the center.

\*\*\*Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.